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ABSTRACT

An inservice training program for advisers of undergraduate students that was implemented at Michigan State University in 1981 is discussed. Four primary ingredients were essential to establish and sustain the program: financial support and sponsorship by the central administration, the identification and authorization of the appropriate unit and its administrator to coordinate the endeavor, the promotion of the enterprise across the university, and the timely notification of possible attendees of upcoming adviser conferences. Since the start of the inservice program, 11 meetings have been held. The format of the first meeting included speeches, followed by concurrent sessions on a variety of topics. A meeting in the 1983-1984 academic year included a panel of experts, representing such areas as the counseling center, financial aid office, and registrar's office. Over the 1981-1985 period, meeting topics have included: development and implementation of new programs, advising for the new undergraduate general education program, issues in academic advising of minority students, and advising foreign students. Information is provided on preparation for the meetings and the keynote speeches and presenters. In addition to 10 recommendations, samples are provided of 11 flyers announcing the meetings. (SW)

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DEVELOPING AN ALL-UNIVERSITY ADVISERS' TRAINING PROGRAM: A SHORT HISTORY OF ONE MODEL

Thomas C. Kishler

Developments at Michigan State University over the past four years have resulted in a more concerted and sustained effort to improve, afford recognition, and give campus-wide visibility to the importance of academic advising. The first major step in achieving these objectives was the inauguration in the Fall of 1981 of an on-going program for the in-service training of advisers of undergraduate students. The Michigan State experience demonstrates that four primary ingredients are essential in establishing and, more importantly, in sustaining such a program--the financial support and sponsorship of the central administration, the identification and authorization of the appropriate unit and its administrator to coordinate the endeavor, the promotion of the enterprise across the University, and the timely notification of possible attendees of upcoming adviser conferences.

BACKGROUND

Some background is necessary to understand the distinctive conditions making possible the high degree of coordination involved in the development of Michigan State's in-service training program. While some elements are case specific to Michigan State and while some obviously pertain more to large, complex universities than to

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smaller institutions, the general objectives are the same as those of any institution committed to improving the quality and effectiveness of academic advising.

When the University College, a non-degree granting unit responsible for the University's general education program for thirty-five years, was dissolved July 1, 1980, its four teaching departments were assigned to the Colleges of Arts and Letters, Natural Science, and Social Science. Its Office of Instructional Services, which was administratively responsible for freshman and sophomore academic affairs, was placed under the Provost's office and would from then on report to the Assistant Provost for Undergraduate Education. This arrangement gave the unit, renamed the Undergraduate University Division, direct support from the central administration and greater visibility as an organization with University-wide responsibilities. Many of these responsibilities (for example, academic actions, No-Preference advising, back-up advising for all freshmen and sophomores, and orientation placement testing) involved the continuation of activities with which the unit had long been engaged. Of the Provost-mandated charges to the Undergraduate University Division (hereafter UUD), one had potential relevance to the development of an in-service training program--namely, "To maintain close and continuing liaison with college advising centers and academic support units and programs across the University."

In a relatively short time, this rather generalized charge would result in a number of significant innovations. Since the UUD now reported to the central administration, it was in an excellent position to generate interest in and coordinate activities having a bearing on academic advising. In this position, the UUD had no special or vested interests in the University's fourteen colleges, nine schools, about one hundred departments, and about two hundred undergraduate degree programs. Its concern, consequently, could be directed at the development of better informed and skillful advising rather than at enhancing, in some manner or other, the special interests of one program or another. Under the sponsorship of the Assistant Provost for Undergraduate Education, the UUD Director undertook the interrelated tasks of establishing an advisers' in-service training program (fall, 1981); of inaugurating the Undergraduate Adviser (spring, 1982), an informative newsletter prepared three times a year by a UUD committee; and of setting up the Policy Committee on Undergraduate Adviser Communication (fall, 1983). The Policy Committee, chaired by the UUD Director, was organized to elicit ideas from a broad spectrum of advisers and consisted of one representative each from the Undergraduate Adviser Committee, college advisement centers, faculty advisers, Honors College advisers, minority advisers, and professional department advisers.

Since the inauguration of the in-service program, the Director and those to whom he has on occasion delegated the responsibility have arranged eleven meetings with attendance varying from about

fifty-five to about one hundred fifty. Depending on the time factor, announcements promoting these meetings appear on the first page of the Undergraduate Adviser, which is published early each term, or in special flyers sent to the four hundred subscribers of the Adviser approximately two weeks prior to the conferences. To add a degree of concreteness and to convey something of their flavor, these announcements appear in chronological order at the end of this commentary.

THE PROGRAMS

Preparation for the first meeting (Flyer 1) was more involved than for those to follow. This was a new endeavor, and it was imperative that adequate interest be generated if the program were to get off to an auspicious start. For the first and only time, provision for advance registration was included on the widely circulated flyer announcing the meeting. To emphasize the importance of and to bring a high-level University perspective to advising, the Provost was asked to be the keynote speaker. He cordially accepted and spoke on "New Directions for MSU and the Implications for Academic Advising." Paul Dressel, a Michigan State professor and a national authority on higher education, followed with a talk on "Academic Advising, Structure and Function," substantially the same general session address he had delivered earlier in the month at the National Academic Advising Association Conference in Indianapolis. Following these presentations, the group broke up to attend six concurrent sessions on a variety of topics, a familiar model adapted from NACADA and Academic Affairs

Administrators meetings. While there was at least minimal attendance at all the sessions, this model was probably too ambitious, but it was a worthwhile experiment nevertheless. While it has not been duplicated since the first meeting, this model has its supporters and may be tried again in a modified format. It does provide for more in-depth exploration of specialized topics and for more personal interaction than is usually possible in the general meetings.

Because a completely revamped and rather complicated general education program was shortly to be in place, the next meeting (Flyer 2) was devoted entirely to this matter, a concern of every conscientious adviser on campus. The presentation was divided into two segments, the first dealing with the rational and development of the new program, the second with its implementation. Not surprisingly, this meeting was very well attended and proved to be of practical value to all who were present, leaving them with a higher degree of confidence about their knowledge of the new program than otherwise would have been possible. This program was a good example of how in-service training can be responsive to widely perceived needs across the institution.

At the first meeting of the 1982-83 academic year (Flyer 3), the Assistant Provost for Undergraduate Education commented on "The Role and Importance of Undergraduate Advising." His remarks were followed by an update on advising related to the new general education program, which had gone into effect at the beginning of the term, and by a

discussion of the need to strengthen communication channels among advisers across campus. In an attempt to achieve some balance between information sharing, on the one hand, and advising theory, on the other, the major portion of the meeting consisted of a talk by a specialist/adviser on "Student Development Theories in Academic Advising."

Preparation for the winter term meeting (Flyer 4) resulted in a major innovation--the invitation of a national, off-campus authority to conduct a workshop on advising. With funding provided by the Assistant Provost, David Crockett, Vice-President of the American College Testing Program, visited campus to address advisers on an academic advising model based on a series of logical and sequential steps designed to facilitate student growth and development. Capitalizing on the presence of Mr. Crockett on campus, the Assistant Provost arranged to have him address the Undergraduate Assistant Deans' Committee on the basic elements necessary for the implementation of a successful advising program and the Council of Deans on the linkage between improved advising and student retention.

Prior to his visit, Mr. Crockett prepared an elaborate study of advising at the University based on data sent to him by UUD and the assistant deans of all colleges with undergraduate programs. While he concluded that the University had an excellent advising structure, he identified areas where improvements could be made. His report immediately became the subject for intensive study by the then

recently formed Assistant Deans' Sub-Committee on Academic Advising. Mr. Crockett's visit proved such a success that it was decided to set aside one of the following year's three meetings for a presentation by another national, off-campus authority on advising or advising-related issues and topics.

Entitled "Looking Ahead to Summer '83 and Fall '83," the spring meeting (Flyer 5) was typical of the sort of program designed to convey a great deal of information about a variety of matters about which effective advisers must be conversant. Because Michigan State is a highly complex institution, it is virtually impossible for the individual adviser to remain on top of things through his or her isolated efforts. This type of meeting is meant to address this problem. Updates from the Registrar, Transfer Admissions, Financial Aid, Counseling Center, Placement Services, and Service Learning Center may be somewhat less than intriguing topics, but the information to be gained has a direct bearing on an adviser's general competence.

The first meeting of the 1983-1984 academic year (Flyer 6) was divided into two parts. The first segment included brief presentations by personnel from the Air Force and Army ROTC units on campus and from academic support units--the Learning Resources Center, the Office of Supportive Services, and the Office of Programs for Handicapper Students. The second segment, entitled "Questions and Answers--Ask the Experts," resulted from an attempt at a new format, a panel of "experts" who would respond to queries from the audience rather than make formal presentations. While at least satisfactory,

this program left something to be desired. Too many units were represented on the panel--the Counseling Center, Financial Aids, Registrar's Office, the Undergraduate Assistant Deans' Committee, the Undergraduate University Division, and the University General Education Committee. Promising in conception, this part of the program lacked sharp focus, balance, and orderly procedure. It would have been more successful with fewer participants and a theme or topic which could have been addressed from different perspectives by all the panelists.

Carrying through with the decision made following Mr. Crockett's visit to invite an outside authority to address the All-University advisers' group, the Assistant Provost and the UUD Director arranged to have Silas Purnell of the Ada S. McKinley Educational Services organization conduct a workshop on February 28, 1984 (Flyer 7). Mr. Purnell, at the suggestion of two UUD specialist/advisers, was asked to deliver the same address on "Quality and Quantity Issues in Academic Advising of Minority Students" which he had given at the October NACADA Conference in St. Louis. As was the case with Mr. Crockett, he met separately with other groups during his two-day visit--the Undergraduate Assistant Deans' Committee and staff members of UUD, Supportive Services, and the Office of Admissions. Another innovation was initiated during Mr. Purnell's visit--the videotaping of his address at the advisers' workshop for possible subsequent showings both on and off campus.

The last meeting of the 1983-1984 academic year (Flyer 8) was devoted to a matter of growing concern to advisers--the substantial increase in the number of foreign undergraduate matriculating to the University. While the University has long had a large number of foreign students enrolled (currently from one hundred and nine nations), the vast majority had traditionally been candidates for advanced degrees. But this situation had changed dramatically, and it appeared that it would continue to do so indefinitely. Here, indeed, was the topic for a timely advisers' conference. Two UUD specialist/advisers were chiefly responsible for arranging the program, which, after the Assistant Provost's introductory remarks, consisted of talks by the Director of the Office of International Students and Scholars, the Director of the English Language Center, and a Korean MBA candidate. The program was quite successful, enlightening those attending about the concerns, backgrounds, problems, and expectations of foreign undergraduates.

Interest generated by the conference on foreign undergraduates as well as other developments on campus (for example, the formation of a high-level committee to study the desirability of adding a component of "global" courses to the University's general education requirements) led rather naturally to the theme "International Education at MSU" set for the first meeting of the 1984-1985 academic year (Flyer 9). In preparation for this meeting, the UUD Director consulted with several staff members engaged in international studies

and, following their suggestions and expressions of willingness to participate, arranged a program intended to encompass as many topics as possible in a two-hour meeting.

Appropriately, the Dean of International Studies and Programs was the keynote speaker, whose address was not only enlightening but inspirational. He was followed by the Director of the African Studies Center who presented a survey of the on-campus opportunities for international studies. The next speaker, the Director of Overseas Study, gave an overview of the University's numerous programs abroad. The last speaker was a financial aid adviser knowledgeable about support for eligible students interested in overseas study. After the formal segment of the conference, attendees had the opportunity to meet individually with representatives of sixteen of the University's many on- and off-campus international studies programs and with a representative of the Peace Corps. This was one of the most successful conferences in the then three-year history of the in-service program, drawing a large and apparently appreciative audience.

As had by this time become something of a tradition, the 1985 winter term conference was set aside for an off-campus speaker. Having been impressed by his keynote address on advising at the Midwest ACAFAD Conference the previous fall, University staff members who had attended the meeting recommended that Dr. Francis Lazarus, Dean of the College of Arts and Sciences, at the University

of Dayton, be asked to speak on "Academic Advisors: Responding to a Call for Excellence in Higher Education" (Flyer 10). Dr. Lazarus accepted the Director's invitation and, in his address, related eight characteristics of successful enterprises as described by Peters and Waterman in their best-selling In Search of Excellence to the attitudes, techniques, and approaches which characterize effective advising.

The last meeting of the 1984-85 academic year (Flyer 11) and the last within the purview of this commentary was a spring-term conference on a topic of increasing concern across the nation, especially at Division I institutions--the new NCAA regulations pertaining to intercollegiate athletics. The speakers included the University's Big Ten faculty representative, who is also a high official in the NCAA; the chief academic adviser of men and women in all varsity sports; and the staff member from the Registrar's office responsible for the official certification of athletes. While Big Ten eligibility requirements are generally stiffer than those of the NCAA, it was deemed necessary for advisers to understand how the two sets of rules interrelated and what implications the experts discerned in the new NCAA requirements. For most advisers in attendance, this meeting provided the first opportunity they had had to that time to become familiar with the procedures involved in certifying the eligibility of varsity athletes.

CONCLUSION

While, as was to be expected, some in-service meetings were more favorably received and better attended than others, the program overall has been generally successful and definitely will be continued and fine tuned in the years ahead. This program has provided the opportunity for those genuinely concerned about their advising responsibilities to become much more knowledgeable about the University and its resources and more aware of the importance of effective, informed academic advising. The program has facilitated the identification, coming together, and interactions of advisers and other staff members who otherwise would, for the most part, have remained names in the staff directory or voices on the phone. Not surprisingly, the most regular attendees have been personnel from Undergraduate University Division, college advisement centers, undergraduate assistant deans offices, professional department staffs, and some support units. A small core of faculty members has also attended regularly. One of the objectives of the Policy Committee on Undergraduate Adviser Communication is to generate broader interest in advising among the faculty at large.

While it needs fuller evaluation and while improvements obviously can be made, Michigan State's in-service program has proved quite successful in fostering and strengthening the sense of community and of shared concerns among many staff members who take academic advising seriously. Without question it has demonstrated

the proposition that such a program makes possible the collective acquisition of information and insights which individual advisers could not, even with Herculean energy, acquire through their individual efforts. The time and effort expended in developing and sustaining the program have paid off handsomely.

A retrospective review of this University's in-service training program leads one to make the following recommendations:

1. To be successful, an in-service program must have continuing institutional support at the highest level possible.

2. To be sustained, the responsibility for coordinating such a program should be delegated to the unit with the broadest campus-wide engagement with advising and student academic affairs.

3. To respond to perceived needs, coordinators of the program must determine through extensive consultation with individual advisers and appropriate groups (for example, the Undergraduate Assistant Deans Committee, the Policy Committee on Undergraduate Adviser Communication) what kinds of conferences have not only the broadest appeal but the greatest utility.

4. To avoid repetitiveness, successive conferences should be planned to provide for variety of both themes and formats.

5. To avoid conflicts, the times and dates of conferences should be checked out against important meetings and activities on the institution's calendar.

6. To engage visiting speakers in activities in addition to advisers' conferences, the meeting schedules of appropriate groups (Assistant Deans Committee, Council of Deans, for example) should be checked and arrangements made to include the visitors on their agendas.

7. To capitalize on local talent, planners should survey the relevant expertise of on-campus staff.

8. To achieve balanced programs, planners should try for presentations with both cognitive and affective dimensions attempting to convey the proposition that even programs which are primarily information oriented can result in attitudinal adjustments and modified persumptions.

9. To increase the visibility of advising, high-level administrators should occasionally be asked to speak at advisers' conferences on appropriate occasions.

10. To promote upcoming conferences, planners should utilize all available media such as the staff bulletin, flyers, and newsletters.

Michigan State University

FLYER 1

ALL UNIVERSITY UNDERGRADUATE ADVISING CONFERENCE

Sponsored by the Assistant Provost for Undergraduate Education
and the
Undergraduate Assistant Deans' Group

OCTOBER 22, 1981 1:30 - 5:00 P.M. 114 BESSEY HALL

Program: General Session 1:30 - 3:00 p.m.
Provost Lee Winder will make some remarks and respond to questions on the topic "New Directions for MSU and the Implications for Academic Advising."

Dr. Paul Dressel, professor of University Research, will speak on the topic "Academic Advising Structure and Function." (This will be a somewhat abbreviated version of a presentation that Dr. Dressel gave at the annual meeting of the National Academic Advising Association in Indianapolis on October 12, 1981.)

Refreshments 3:00 - 3:20 p.m.

Concurrent Workshops 3:25 - 4:45 p.m.

1. Advising Handicapper Students
   Jane Linnell, Specialist, Undergraduate University Division
   Judy Gentile, Director, Handicapper Services Program
2. Advising and Career Choice
   Camille Smith, Career Information Specialist, Counseling Center
   Hal Bradsher, Counseling Specialist, Counseling Center
3. Advising Minority Students
   Stacia McKnight, Specialist, Office of Supportive Services
   Bonita Pope, Assistant Professor, Counseling Center
4. Handling Stress in the Advising Situation
   Clara Horne, Administrative Assistant, Student Affairs, Social Science
   Linda Forrest, Assistant Professor, Counseling Center
5. The Advising Conference
   Annette Steinborn, Specialist, Undergraduate University Division
6. What Advisers Should Know About Financial Aid
   Kathleen Wicks, Assistant Director, Financial Aids

ALL INDIVIDUALS INVOLVED IN THE ACADEMIC ADVISING OF UNDERGRADUATE STUDENTS ARE INVITED TO ATTEND.

Advanced Registration Form (While advanced registration is not necessary, it would be helpful in planning the room locations for the workshops.)

I expect to participate in the Advising Conference on October 22, 1981.

NAME _____

Campus Address _____ Campus Phone _____

I will be attending workshop number (circle one) 1 2 3 4 5 6

Send completed form to Bill Warrington, UUD, 281 Bessey Hall.

FLYER 2

UNDERGRADUATE ADVISERS' MEETING*

Thursday, April 22, 1982

114 Bessey Hall

3:00-5:00 p.m.

I. The New General Education Groupings: Their Development and How They Should Be Used

Panel:

Dr. Julia Falk, Associate Dean, College of Arts and Letters
Dr. Julian Brandou, Assistant Dean, College Natural Science
Dr. Donald Come, Assistant Dean, College of Social Science
- Dr. James Hamilton, Assistant Provost for Undergraduate Education, Moderator

II. Issues and Problems During the Transition Period

Panel:

Dr. Conrad Donakowski, Assistant Dean, College of Arts and Letters
Dr. Marshall Hestenes, Assistant Dean, College of Natural Science
Dr. Sheldon Lowry, Assistant Dean, College of Social Science
Dr. Thomas Kishler, Associate Director, Undergraduate University Division
- Dr. Willard Warrington, Director, Undergraduate University Division, Moderator

*Sponsored by the Office of the Assistant Provost for Undergraduate Education

FLYER 3

HEAR YE!
HEAR YE!

ALL-UNIVERSITY UNDERGRADUATE ADVISORS' MEETING

Con-Con Room, International Programs Building

Thursday, November 18, 1982

3-5 p.m.

1. Dr. James Hamilton, Assistant Provost for Undergraduate Education, will comment on the Role and Importance of Undergraduate Advising.
2. There will be an update on General Education Advising.
3. Some discussion concerning inter-advisor communication
4. Jeanne Bunch, Chairperson, Undergraduate Assistant Deans' Subcommittee on Advising, will make a presentation concerning Student Development Theories in Academic Advising.

FLYER 4

UNDERGRADUATE

ADVISER

Special Meeting for Undergraduate Advisers

SPONSORED BY THE

OFFICE OF THE ASSISTANT PROVOST FOR UNDERGRADUATE EDUCATION

AND THE

UNDERGRADUATE ASSISTANT DEANS' COMMITTEE

TUESDAY, JANUARY 18, 1983
Room 104B Wells Hall 3-5 p.m.

A PROFESSIONAL DEVELOPMENT WORKSHOP
DIRECTED BY DAVID S. CROCKETT

VICE PRESIDENT

THE AMERICAN COLLEGE TESTING PROGRAM

MR. CROCKETT HAS BEEN A TEACHER, CAMPUS/AGENCY ADMINISTRATOR, AND LECTURER IN HIGHER EDUCATION. HE IS A NATIONALLY RECOGNIZED AUTHORITY ON THE SUBJECT OF ACADEMIC ADVISING IN COLLEGES AND UNIVERSITIES. HE HAS DONE EXTENSIVE REVIEWS OF THE LITERATURE AND RESEARCH ON THE TOPIC OF ACADEMIC ADVISING. HE SERVED AS EDITOR OF TWO MAJOR RESOURCE DOCUMENTS DESIGNED TO ASSIST COLLEGE PERSONNEL IN IMPROVING THE ADVISING PROCESS AND CONTRIBUTED TO OTHER PUBLICATIONS ON THE TOPIC OF ACADEMIC ADVISING. HE HAS ALSO AUTHORED SEVERAL ARTICLES RELATED TO ACADEMIC ADVISING.

MR. CROCKETT HAS DIRECTED NEARLY FORTY NATIONAL ACADEMIC ADVISING SEMINARS ATTENDED BY OVER 2,500 COLLEGE ADMINISTRATORS AND FACULTY FROM MORE THAN 700 CAMPUSES. CURRENTLY HE IS CONDUCTING A SERIES OF ONE-DAY SEMINARS NATIONALLY ON ACADEMIC ADVISING, AS WELL AS A SERIES OF ONE-DAY SEMINARS ON SERVICES AND PROGRAMS FOR STUDENTS WITH UNDECLARED/UNDECIDED MAJORS. HE PRESENTED THE KEYNOTE ADDRESS AT THE SECOND ANNUAL NATIONAL ACADEMIC ADVISING CONFERENCE. IN ADDITION, HE HAS SERVED AS A SPEAKER ON ACADEMIC ADVISING AT NUMEROUS EDUCATIONAL MEETINGS AND CAMPUS TRAINING PROGRAMS FOR ACADEMIC ADVISORS.

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UNDERGRADUATE

FLYER 5

ADVISER

ALL-UNIVERSITY UNDERGRADUATE ADVISERS' WORKSHOP

THURSDAY, APRIL 28, 1983

3:00 p.m. 114 Bessey Hall

"LOOKING AHEAD TO SUMMER '83 AND FALL '83"

UPDATES FROM THE FOLLOWING OFFICES AND PROGRAMS:

1. Registrar's Office .
2. Transfer Credit Evaluation
3. General Education
4. Financial Aids
5. Admissions Office
6. Summer AOP
7. Counseling Center
8. Placement Services - Career Information Center
9. Service Learning Center

INFORMED ADVISERS ARE THE BEST ADVISERS.

ALL-UNIVERSITY UNDERGRADUATE ADVISERS' MEETING

TUESDAY, NOVEMBER 15, 1983

110 ANTHONY HALL

3-5 P.M.

I. BRIEF PRESENTATIONS
   A. ROTC:
      AIR FORCE
      ARMY
   B. ACADEMIC SUPPORT:
      LEARNING RESOURCES CENTER
      OFFICE OF SUPPORTIVE SERVICES
      OFFICE OF PROGRAMS FOR HANDICAPPER SERVICES

II. QUESTIONS AND ANSWERS--ASK THE EXPERTS -
   PANEL OF REPRESENTATIVES FROM:
   COUNSELING CENTER--LINDA FORREST
   FINANCIAL AIDS--KATHY WICKS
   REGISTRAR'S OFFICE--SCOTT MCMILLAN
   UNDERGRADUATE ASSISTANT DEANS--MARSHALL HESTENES
   UNDERGRADUATE UNIVERSITY DIVISION--TOM KISHLER
   UNIVERSITY GENERAL EDUCATION COMMITTEE--ROGER BRESNAHAN

BRING YOUR QUESTIONS AND CONCERNS TO THE ATTENTION OF THIS PANEL.

REFRESHMENTS AVAILABLE AT 2:50 P.M.

FLYER 7
MICHIGAN STATE UNIVERSITY EAST LANSING, MICHIGAN

UNDERGRADUATE

ADVISER

January 25, 1984 Volume 3, Number 4

ALL—UNIVERSITY ADVISERS' WORKSHOP

FEBRUARY 28, 1984 3—5 p.m.

114 BESSEY HALL

TOPIC: 'Quality and Quantity Issues in Academic Advising of Minority Students'

SPEAKER: SILAS PURNELL

When he recently acted as a major presenter at the National NACADA meeting in St. Louis, Mr. Purnell's remarks were very enthusiastically received. We are indeed fortunate to have a speaker of his stature to meet with us.

After being educated in Chicago and entering into a corporate business career, Mr. Purnell turned his attention to education and has had a long career working on behalf of student scholarships in the Chicago area.

He is a member of the National Association of College Admissions Counselors where he has served as chairman of the Human Relations Committee. He is a board member of the Organization for Expanding Educational Opportunities and a member of the selection committee of the Pullman Foundation.

In addition, Mr. Purnell is active in the American Personnel and Guidance Association, where he serves as a member of the Non-White Concerns Division, and the Midwest Association of Student Financial Aid Administrators.

Mr. Purnell's service to students has taken a varied path but remains focused on issues of financial assistance, equal opportunity and fair admissions criteria, perhaps best exemplified by service as a member of the Bylaws Revision Committee of the College Entrance Examination Board.

An invitation will be extended to off-campus area counselors to participate in this workshop.

POLICY COMMITTEE FOR UNDERGRADUATE-ADVISER COMMUNICATIONS APPOINTED

Dr. James Hamilton, Assistant Provost for Undergraduate Education, recently appointed a Policy Committee for Undergraduate Communications. This committee will be primarily concerned with the two principal communications programs designed to provide a systematic and continuous information exchange among University undergraduate advisers: the format and general content of the Undergraduate Adviser and the scheduled meetings of the University's undergraduate advisers.

Members of this newly appointed committee are Mary Donoghue, representing departmental professional advisers; Jean Draper, representing the Adviser editorial committee; Renee Firestone, from the Sub-Committee on Advising of the Assistant Deans' Committee; Florence Harris, representing minority advisers; David Kragt, who will represent the college advisement centers; Jean Nicholas, representing faculty advisers; and Scott Vaughn, representing the Honors College advisers. The Committee will be chaired by the Director of the Undergraduate University Division, Willard G. Warrington.

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FLYER 8

ALL-UNIVERSITY
UNDERGRADUATE
ADVISERS' MEETING

APRIL 17, 1984 3-5 P.M.

114 BESSEY HALL

INTRODUCTION: Dr. James Hamilton

SPEAKERS: Dr. David Horner, director of the Office of International Students and Scholars

Dr. James Stalker, director of the English Language Center and Professor of English

Mr. Marcus Chung, adviser in the College of Business Undergraduate Advisement Center and MBA candidate

TOPIC: Advising Foreign Students: Some Academic and Cultural Considerations

Dr. Horner, new to MSU, previously was an assistant director of admissions and freshman foreign student adviser at Washington State University. He has also taught English as a second language in Thailand as a Peace Corps volunteer.

Dr. Stalker, whose areas of interest include applied linguistics and standard English, has been at MSU for 15 years. He is a professor in the Department of English and has been director of the English Language Center since 1981.

Mr. Chung is familiar with advising considerations from the viewpoints of both adviser and advisee. He lived in Korea until age 10, then came to the United States and remained until he completed high school, returned to Korea for his undergraduate education and has been back in the U.S. for 5 years. He hopes to follow his MBA in HRI with a Ph. D. in Finance.

All advisers and faculty members who work with foreign students are ESPECIALLY invited to this meeting.

In preparation for this meeting, it is suggested that participants read the articles entitled "Foreign Student Admission" on pages 8 and 9 of the 1983-84 Academic Programs Book and "English Language Center" on page 161.

FLYER 9

MICHIGAN STATE UNIVERSITY EAST LANSING, MICHIGAN

UNDERGRADUATE

ADVISER

September 25, 1984 Fall Term

INTERNATIONAL EDUCATION AT MSU

ALL-UNIVERSITY UNDERGRADUATE ADVISERS' MEETING*

OCTOBER 9, 1984 3—5 P.M. ERICKSON KIVA

PROGRAM

PRESENTATIONS (3-4 p.m.)

The Importance of International Education
Dr. Ralph Smuckler--Dean, International Studies and Programs

International Education on Campus
Dr. David Wiley--Director, African Studies Center

International Education Beyond the Campus
Dr. Charles Gliozzo--Director, Office of Overseas Study

International Education and Financial Aid
Ms. Carol Rubly--Financial Aid Adviser

COFFEE BREAK

INTERNATIONAL EDUCATION FAIR (4-5 p.m.)

Representatives from the many department, centers, offices and programs that make up the International Education dimension at MSU, both internal and external to the campus, will be present with materials, schedules and specific information about their programs.

This should be an excellent opportunity for undergraduate advisers and other interested people to acquire a better knowledge and understanding of this important area of undergraduate education.

All undergraduate advisers and interested faculty and administrators are invited to attend

*Sponsored by the Office of the Assistant Provost for Undergraduate Education

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FLYER 10
MICHIGAN STATE UNIVERSITY EAST LANSING, MICHIGAN

UNDERGRADUATE

ADVISER

Undergraduate Advisers' Meeting

Dr. Francis M. Lazarus

THE HUMANE ADVISOR: IN SEARCH OF EXCELLENCE

Dr. Lazarus is the dean of the College of Arts and Sciences at the University of Dayton. His outstanding presentation will be devoted to what he considers the eight points essential to achieve excellence in academic advising.

February 26, 1985 107 S. Kedzie 3-5 p.m.

This program is sponsored by the Office of the Assistant Provost for Undergraduate Education.

FLYER 11
MICHIGAN STATE UNIVERSITY EAST LANSING, MICHIGAN

UNDERGRADUATE

ADVISER

SPRING-TERM ADVISING CONFERENCE

114 BESSEY HALL **MAY 15, 1985** **3:00 P.M.**

BIG TEN/NCAA ACADEMIC RULES FOR STUDENT ATHLETES

1985–86 FINANCIAL–AID OUTLOOK

DR. GWEN NORRELL
MSU Faculty Representative to
the Big Ten and to the NCAA

MR. CHARLES WILSON
Assistant to Director and Athletic
Academic Counselor

MRS. LILLIAN FOX, Athletic Certification,
Office of the Registrar

MR. THOMAS SCARLETT, Director, Student
Financial Aid